



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
PATUXENT RIVER, MARYLAND 20670-1161

NAVAIRWARCENACDIVINST 12410.2 CH-1
733000A

APR 29 2002

NAVAIRWARCENACDIV INSTRUCTION 12410.2 CHANGE TRANSMITTAL 1

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: STUDENT CAREER EXPERIENCE EMPLOYMENT PROGRAM

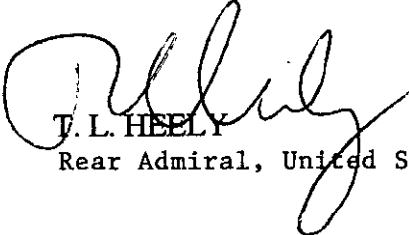
Encl: (1) Student Career Experience Employment Program Advisory of Tuition Assistance

1. Purpose. To issue Change Transmittal 1 to the subject instruction.
2. Action. Addressees shall make the following changes to the instruction:
 - a. Page 1, reference line, add "(c) Group Coverage/Individual Qualification Standards."
 - b. Page 1, enclosure line, add, "(4) Student Career Experience Employment Program Advisory of Tuition Assistance."
 - c. Page 1, paragraph 1, change first sentence to read, "To outline guidance and issue procedures . . . in accordance with references (a), (b), and (c)."
 - d. Page 2, paragraph 5, change last sentence to read, "Selection and retention of students are administered using enclosures (1) through (4) and the flexibility inherent in references (a) through (c)."
 - e. Enclosure (1):
 - (1) Page 3, paragraph 11, add, "a. GS-2: (1) High School Diploma or Equivalent and have a Letter of Acceptance from an accredited college or university." After making this insertion, renumber the remaining sub-paragraphs to "b" through "f".
 - (2) Page 4, paragraph 12b, replace with the following: "b. Tuition assistance will be limited to a total of 6 semesters or 9 quarters (equivalent). For the Engineers and Scientists categories, students must maintain a cumulative GPA of 2.5 or higher to retain tuition assistance. For the Administrative, Technical, Clerical, Other or Blue Collar categories, students must maintain a cumulative GPA of 2.0 or higher to retain tuition assistance. Tuition will be paid via a DD 1556 to the academic institution prior to the start of the semester/quarter. Tuition assistance can be used only for tuition expenses. Tuition support will generally be paid by the competency where the student is assigned."

NAVAIRWARCENACDIVINST 12410.2 CH-1

APR 29 2002

- f. Add enclosure (1) of this change transmittal, after Enclosure 3 of the basic instruction.


T. L. HEELY
Rear Admiral, United States Navy

STUDENT CAREER EXPERIENCE EMPLOYMENT PROGRAM

ADVISORY OF TUITION ASSISTANCE

Tuition Assistance. Based upon availability of funds, tuition may be provided as follows:

- a) Tuition assistance will be limited to a total of 6 semesters or 9 quarters (equivalent). For the Engineers and Scientists category, students must maintain a cumulative GPA of 2.5 or higher to retain tuition assistance. For the Administrative, Technical, Clerical, Other or Blue Collar category, students must maintain a cumulative GPA of 2.0 or higher to retain tuition assistance. Tuition will be paid via a DD 1556 to the academic institution prior to the start of the semester/quarter. Tuition assistance can be used only for tuition expenses. Tuition support will generally be paid by the competency where the student is assigned.
- b) Tuition assistance will be limited to students in a full time academic program and will not exceed \$2,000 per semester/quarter, not to exceed \$6,000 per year.
- c) The acceptance of tuition assistance is optional with the student. Students will be advised that acceptance of tuition assistance will obligate them, upon graduation, to work in a professional capacity within the Department of Defense. The obligation will be one month of employment for every month tuition assistance was accepted. The minimum employment obligation is 1 year.
- d) Tuition assistance may be suspended at any time for sufficient reasons (low grades, budgetary limitations, and unsatisfactory performance.)
- e) Students who voluntarily leave the program or change their major to a field of study not accepted by this organization must reimburse NAVAIRWARCENACDIV for all expenditures. Students who involuntarily leave the program are not obligated to reimburse NAVAIRWARCENACDIV for expenditures related to tuition assistance.

Student/Employee: _____ Date Advised: _____

SCEEP Coordinator: _____ Date Advised: _____

CH-1 OF 9 April 1999



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
PATUXENT RIVER, MARYLAND 20670-5304

NAVAIRWARCENACDIVINST 12410.2

~~733000A~~ 732000A

JAN 16 1997

NAVAIRWARCENACDIV INSTRUCTION 12410.2

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: STUDENT CAREER EXPERIENCE EMPLOYMENT PROGRAM
(FORMERLY COOPERATIVE EDUCATION PROGRAM)

Ref: (a) 5 CFR Part 213- Student Educational Employment Program
(b) Group Coverage Qualification Standards for Schedule B Student Trainee Positions

Encl: (1) Student Career Experience Employment Program Guide
(2) Student Career Experience Employment Program Training Agreement
(3) Student Career Experience Employment Program Training Plan

1. Purpose. To outline guidance and issue procedures for the operation of the Student Career Experience Employment Program, formerly Cooperative Education Program, throughout the Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) in accordance with references (a) and (b). This instruction covers students employed under the Student Career Experience Employment Program under reference (a). The purpose of this program is to provide a recruiting vehicle to enhance the diversity of our work force.

2. Cancellation. This instruction cancels NAVAIRTESTCENINST 12308.1; NAVAIRTESTCENINST 12410.2E; NAVAIRTESTCENINST 12410.9; Enclosure 2 of NAECINST 12410.1G; and NAPCINST 12410.10A.

3. Scope. Applicable at Naval Air Warfare Center Aircraft Division. Tenant commands may use this program by entering into an appropriate Host Tenant Support Agreement.

4. Background. This program provides a planned and progressive career-related student employment program which integrates academic studies and on-the-job work experience. The program is a recruitment vehicle for professional, administrative, technical, wage grade and clerical personnel. The core of the program will serve as a recruitment source for scientific and engineering positions. A key feature of the program is the opportunity for noncompetitive conversion of the student from the Excepted Service into the Competitive Service after satisfactory competition of the educational and work requirements.

NAVAIRWARCENACDIVINST 12410.2

5. Policy. Maintain a Student Career Experience Employment Program that enhances the employment body of the organization and is an integral part of our ongoing recruitment program. Selection and retention of students are administered using enclosures (1) through (3) and the flexibility inherent in references (a) and (b).

6. Discussion.

- a. To provide an effective recruiting source for meeting long-range staffing goals.
- b. To select personnel for career/career-conditional positions based on proven job performance.
- c. To support equal employment opportunity objectives.
- d. To provide well qualified employees.

7. Authority and Responsibilities.

- a. Site/Organization coordinator will ensure that:
 - (1) Guidance is current, properly implemented and widely publicized to management, supervisors, students and schools; and
 - (2) Student records are current and accurate.
- b. Supervisors of the Student Career Experience Employment Program students will ensure that:
 - (1) Students are provided sufficient opportunities to gain work experiences in areas related to their academic program and career goals;
 - (2) Appropriate forms are completed in an accurate and timely manner: Training Plans, Evaluation forms, Performance Appraisal Forms, etc.;
 - (3) Notify the appropriate coordinator of any problems or programmatic changes which may affect the employment status of the student; and
 - (4) Discuss all performance appraisals with student.

NAVAIRWARCENACDIVINST 12410.2

8. Administration and Review. The Director, Human Resources Office, is responsible for the administration of the program and will review this instruction annually and revise it as necessary.


D. B. MCKINNEY

Distribution:
List I

STUDENT CAREER EXPERIENCE EMPLOYMENT PROGRAM GUIDE

1. Coverage. Referred to as the Student Career Experience Program in 5 CFR part 213.
2. Eligibility. The prospective Student Career Experience Employment Program student must meet the following requirements:
 - a. Must be at least 16 years of age.
 - b. Must be a U. S. citizen.
 - c. 5 CFR part 310 states that a student may only work in the same command with a relative when there is not a direct reporting relationship and/or the relative is not in a position to influence or control a student's appointment, promotion or advancement to a position within the agency.
 - d. Students must enroll, if required, after selection in school's cooperative education program, if not already enrolled.
 - e. Must be in good academic standing and enrolled (or accepted for enrollment) in an accredited educational institution for a degree (Associate, Baccalaureate or graduate). Certificate and correspondence programs are excluded from this program.
 - f. Student must be taking at least a half time academic course load as defined by the academic institution where the student is enrolled, unless in a full time work status.
3. Agreement. A written training agreement between the school, the organization and the student is required by regulation. Enclosure (2) will be used for this purpose.
4. Selection and Appointment Authority. Organization may select students who are enrolled in a field of study related to the assigned work. Students may be appointed to the highest grade for which they fully meet the qualification requirements in accordance with reference (b) consistent with the position to which they are assigned. Students will receive consideration for employment without regard to race, color, religion, national origin, sex, age, physical or mental disability, nor will consideration be based on such factors as political or personal favoritism. Appointments are as follows:

Associates Degree	Sch B.213.3202(b)	Y3M
Baccalaureate Degree	Sch B.213.3202(b)	Y1M
Grad/Prof Degree	Sch B.213.3202(b)	Y2M

All appointments made via the Student Career Experience Program are subject to the same requirements and conditions governing career or career-conditional appointments, including investigation to establish qualifications and suitability. Students will be classified as student trainees to the -99 series of the appropriate occupational group.

Enclosure (1)

NAVAIRWARCENACDIVINST 12410.2

5. Work Schedules. A formally pre-arranged work schedule should be detailed in the training agreement. Supervisors shall ensure that on-the-job assignments are diversified and progressively challenging as the student progresses through the program. Students may work either full-time or part-time work schedules, dependent on their academic schedule. Part-time schedules are permitted when the student is also taking at least a half-time academic course load (as defined by the academic institution). The student's work schedule should not interfere with the student's academic schedule. Regardless of the type of program, a **minimum** of 640 hours (16 weeks) of work experience is required for non-competitive conversion. Both supervisors and students generally benefit from significantly longer and repeated work assignments. Although no requirements are imposed, every effort should be made for one assignment of at least 6 months in duration during the junior/senior year.

6. Benefits. Students are eligible for annual and sick leave, as well as enrollment in:

- a. Federal Employees Group Life Insurance Program;
- b. Federal Employee Health Benefits Program;
- c. Federal Employees Retirement System;
- d. Social Security; and
- e. Thrift Savings Plan

7. Performance Appraisals and Retention. To remain in good standing in the Program, students must:

a. Continue to remain in good standing with their academic institute and maintain a minimum cumulative Grade Point Average of a 2.0. Failure to meet this minimum will result in discontinuation in this program.

b. Meet the performance and conduct standards established by the supervisor. Student Career Experience Employment Program students are covered under the Alternative Performance Appraisal System (APAS). In order to be retained, students should meet the Fully Successful or higher summary performance rating and continue to meet academic and occupational standards of the school's Student Career Experience Employment Program. Supervisors will also be required to comply with the academic institutions' requests for performance evaluation. Supervisors will discuss all performance appraisals with the student. The site coordinator will ensure that the original performance evaluation is sent to the college or university and a copy is filed in the student's personnel folder.

c. Complete their education in a reasonable timeframe. The timeframes indicated below are normally considered the maximum reasonable timeframes required for program completion.

- (1) A.S./AA Degree - 3 years

NAVAIRWARCENACDIVINST 12410.2

(2) BS/BA Degree - 5 years

(3) MS Degree - 3 years

(4) Ph.D. Degree - 3 years

d. Students must provide grade reports to the site coordinator within 4 weeks after the completion of the quarter/semester. Students are also required to notify both the site representative and their supervisor of any changes in major or academic progress influencing their program participation.

c. Students in this program are in Tenure Group II for purposes of Reduction-in-Force (5 CFR 351.502). They are accorded the same retention rights as excepted service employees.

8. Probationary Period. All students will serve an initial probationary period of one year.

9. Conversion upon graduation. Within 120 calendar days after satisfactory performance and completion of all academic requirements, the student is eligible for conversion to a career or career-conditional appointment. Conversion is not guaranteed, nor promised. Students may be terminated at the end of the 120 calendar day period for any number of legitimate business reasons, i.e. Lack of work or lack of funds. When converted, pay setting procedures are consistent with a new employee in the same occupational series. If the student is pre-conversion eligible and not converted based on government lack of work or lack of funds, the student's obligation for receipt of tuition assistance is waived.

10. Within-Grade. Student Career Experience Employment Program students are eligible for within-grade increases (WGI) as long as they meet the performance appraisal requirements. For WGI's, students must meet the Fully Successful or higher summary rating levels, have completed the required waiting period, and not have received an equivalent increase during the waiting period. The time that the student is in leave without pay status may extend the waiting period for WGI's.

11. Promotions. Students are eligible for non-competitive promotion to higher graded student trainee positions upon meeting the appropriate qualification and performance standards. For purposes of appointment and promotion, the following guide should be followed.

(Note: An academic year of undergraduate education is defined as 30 semester hours or 45 quarter hours. A period of student trainee work experience is the equivalent of at least 2 months (320 hours).

a. GS-3:

(1) Completion of one full semester or the equivalent of post high school study and one period of student trainee work experience.

b. GS-4:

(1) Completion of 1 academic year of study and two periods of student trainee work experience; or

(2) Completion of 1 1/2 academic years of study and one period of student trainee work experience.

c. GS-5:

(1) Completion of 3 academic years of study and one period of GS-4 student trainee work experience; or

(2) Completion of 2 1/2 academic years of study and 6 months of GS-4 student trainee work experience.

d. GS-7:

(1) Completion of 4 academic years of study (or all the requirements) for a Bachelor's degree and completion of one period of GS-5 student trainee work experience, or consistent with the duties of position to which they are assigned.

(2) Completion of 4 academic years of pre-professional study and completion of one period of GS-5 student trainee work experience.

e. GS-9:

(1) Completion of 1 full year of graduate level study and completion on one period of GS-7 student trainee work experience, or consistent with the duties of position to which they are assigned.

(2) Completion of 5 academic years of pre-professional study and completion of one period of GS-7 student trainee work experience.

12. Tuition Assistance. Although this program can be utilized for all career fields, tuition assistance will be limited to students enrolled in a baccalaureate degree program in an approved professional scientific or engineering program.

a. To obtain tuition assistance, students must have completed 1 academic year of study towards the declared major. Tuition assistance will be limited to students in a full time academic program and will not exceed \$2,000 per semester/quarter, not to exceed \$6,000 per year.

b. Tuition assistance will be limited to a total of 6 semesters or 9 quarters (equivalent). Students must maintain a cumulative Grade Point Average of 2.5 or higher to retain tuition assistance. Tuition will be paid via a DD 1556 to the academic institution prior to the start of the semester/quarter. Tuition assistance can be used only for tuition expenses. Tuition support will generally be paid by the competency where the student is assigned.

NAVAIRWARCENACDIVINST 12410.2

c. The acceptance of tuition assistance is optional with the student. Students will be advised that acceptance of tuition assistance will obligate them, upon graduation, to work in a professional capacity within the Department of Defense. The obligation will be one month of employment for every month tuition assistance was accepted. The minimum employment obligation is 1 year.

d. Tuition assistance may be suspended at any time for sufficient reasons (low grades, budgetary limitations, unsatisfactory performance).

e. Students who voluntarily leave the Program or change their major to a field of study not accepted by this organization must reimburse NAVAIRWARCENACDIV for all expenditures. Students who involuntarily leave the program are not obligated to reimburse NAVAIRWARCENACDIV for expenditures related to tuition assistance.

13. Employment of Relatives. In accordance with 5 CFR part 301, a student may work in the same agency with a relative when there is not a direct reporting relationship and the relative is not in a position to influence or control the student's appointment, employment, promotion or advancement within the agency. A relative cannot advocate employment of the student's appointment, employment, promotion or advancement within the agency.

STUDENT CAREER EXPERIENCE PROGRAM TRAINING AGREEMENT (formerly the Cooperative Education Program)

between

(Federal Agency)

(Educational Institution)

This agreement is the basis for developing mutual understanding and respective responsibilities between a Federal agency and qualifying educational institution in the employment of students. The Student Career Experience Program is a planned progressive educational program that provides for the integration of a student's academic studies and Federal work experience with the potential of noncompetitive conversion into the Federal career service. It is consistent with guidance contained in 5 CFR Part 213, Student Educational Employment Program, and the agency's policy. The reverse side of this agreement describes general responsibilities of the program participants.

A. Student Eligibility

A prospective Student must:

1. Be at least 16 years old,
2. Be a U.S. citizen,
3. Satisfy security and suitability requirements.
4. Other: _____

2. Schedules may be:

- ☐ Full-time or Alternating.
☐ Part-time or Parallel.
☐ Combination of Both.

3. Part-time students must work a minimum of 16 hours per week with at least 1/2 time academic course load.
4. Other: _____

B. Selection

An agency may appoint students who:

1. Are in good academic standing.
2. Meet qualification standards of the position.
3. Other: _____

E. Performance Appraisals

1. Performance appraisals are required for Student Career Experience Employment Program students consistent with the agency's appraisal system. Results should be shared with schools.
2. If a student's performance falls below Fully Successful, he/she may be given an opportunity to improve or will be separated from the program.
3. Other: _____

C. Pay and Benefits Information

1. Students are paid in accordance with established pay schedules.

2. Benefits for which students may be eligible include:

- ☐ Retirement
☐ Life and Health Insurance
☐ Vacation, Sick and Holiday Leave
☐ Tuition Assistance
☐ Travel and Transportation Payment

3. Other: _____

F. Employment After Completion of Student Career Experience Employment Program Requirements

1. Within 120 calendar days after completing educational requirements, the employing agency may non-competitively promote and convert a student to a career or career-conditional appointment:
2. Students must have satisfactorily completed 640 hours.
3. Trainees disqualified from continuing in the program or not converted must be terminated.

D. Work Schedules

1. Each work experience must be planned consistent with the student's academic studies or career goals and be designed to meet the minimum study-related work hours required for conversion.

Full consideration will be given to all qualified applicants without regard to race, color, religion, national origin, sex, age, mental or physical disability, nor will consideration be based on such factors as political or personal favoritism.

For Educational Institution:

For Federal Agency:

Signature

Signature

Title

Title

Date

Date

Enclosure (2)

RESPONSIBILITIES IN FEDERAL PROGRAM

The Federal Agency's Role

1. Designate a staff member to maintain liaison with the qualifying educational institution or;
2. Inform school of work experience opportunities and provide adequate job descriptions promptly or;
3. Establish work schedules consistent with the school's academic calendar that enable students to complete the program or;
4. Orient the student to agency's mission, policies and procedures or;
5. Select appointees referred by schools in accordance with EEO principles or;
6. Process all personnel actions and keep necessary records related to student employment or;
7. Provide quality work assignments related to the student's academic studies or career goals where they can learn and be productive. Provide progressive and diversified work experiences to prepare students for occupations in which they have an interest or;
8. Conduct appraisals and counsel students regarding their performance, complete necessary forms, and share progress reports with schools or;
9. Notify schools of any change in a student's status.

The School's Role

1. Designate a representative to work with the Federal Agency Co-op Program Manager or;
2. Inform eligible students of Student Career Experience Employment Program opportunities, identifying potential employers or;
3. Refer interested and qualified candidates to agencies without discrimination, including veterans discharged under honorable conditions or;
4. Correlate work and study in a manner that will expand the students educational development or;
5. Furnish the agency with requested information related to student's field of study and academic standing or;
6. Monitor academic progress or;
7. Inform the Federal agency of any change in a student's status, including reports on a student's progress and performance.

The Student's Role

1. To adhere to the agency's work schedule and Program policies and procedures or;
2. Assume personal and professional responsibilities for actions and activities or;
3. Use a courteous, enthusiastic, and professional approach to work assignments and colleagues as well as to policies and procedures within the occupation and organization or;
4. To meet academic, performance, and conduct standards set forth by the school and Federal agency or;
5. Provide the agency and school Co-op coordinators with periodic progress reports on the quality of work and study assignments or;
6. To work effectively with peers and supervisors or;
7. To notify the school or Federal agency of changes in your status or;
8. If non-citizen, to meet citizenship requirements prior to eligibility for conversion into the Federal career service.

Enclosure (2)

**STUDENT CAREER EXPERIENCE EMPLOYMENT PROGRAM TRAINING
PLAN**

Goal: To provide progressive developmental and supervised on-the-job training, which coupled with academic courses, and self development are designed to provide a solid professional foundation for the student trainee. On-the job-assignments should offer professional diversity and increase in difficulty as the trainee progresses through the program.

1. Student's Name:
2. Organizational Code:
3. Present Grade and Series:
4. Date Entered Development Plan:
5. Target Position:
6. Date of Expected Program Completion:
7. Educational Institution:
8. Work Schedule:

Scheduled Dates of Employment

Description of Assignment

9. Supervisor's Name:
10. Supervisor's Address/ mail code/ phone extension:

Enclosure (3)

11. Recommended Academic Courses:

12. Other Developmental Assignments. Please indicate other developmental assignments that would increase the trainee's knowledge and skills for the target position. Please list the specific books, publications, professional seminars, communication courses (effective briefing techniques/technical writing), short term assignments, etc. which would benefit the trainee's professional growth.

13. Evaluations. A formal annual performance evaluation of the trainee's performance will be routinely required. In addition, supervisors will be required to complete evaluations forms required by the student's educational institution at the completion of each work period. Supervisors are reminded that any and all performance or disciplinary problems should be reported to the site coordinator immediately. Continuous performance dialogue regarding accomplishments, areas needing improvement and projects and assignments are strongly encouraged.

14. The accomplishment of the developmental activities planned in this training plan is the joint responsibility of the student and his/her supervisor. The understanding of this mutual responsibility is indicated by the signatures below.

Student/Employee

Date

Supervisor

Date

Upon completion of this document, please return to the Site Coordinator in your Human Resources Office.

Enclosure (3)